



 During the initial interview process, DHS will identify and refer individuals to Michigan Works! to begin employment and or educational activities

 DHS notifies the MWA through the One-Stop Management Information System (OSMIS)

MWA Orientation Process

Orientation/initial meeting procedures are developed and agreed upon with local DHS offices.

At orientations/initial meetings, participants are informed of employment, education, and training activities available and JET Program expectations.

Assessments/Evaluations

During initial one-to-one meetings, MWA case managers will evaluate participant's skills, abilities, and interests

 After discussion with participant, MWA assign the most appropriate/beneficial allowable activities.

Individual Service Strategy (ISS)

- ISS Plan is to be developed within 30 days of BWP Program enrollment
- Serves as agreed-upon plan between MWA and participant.
- Addresses barriers and goals, assists with program compliance
- Kept electronically on OSMIS and updated continuously

Participation Requirements

The <u>federal</u> minimum required weekly hours for each family size are as follows:

Single-parent family with a child under the age of six: 20 (20 core)

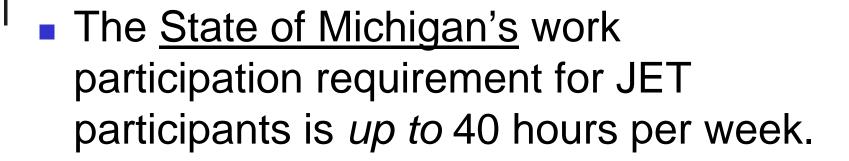
Single-parent family without a child under the age of six: 30 (20 core)

Two-parent family <u>not receiving</u> fed. funded child day care: **35** (30 core)

Two-parent family <u>receiving</u> fed. funded child day care: **55** (50 core)

The DHS caseworker will have assigned the minimum federal participation requirements based on group composition prior to referral.

Participation Requirements



 MWAs must ensure that federal minimum hourly requirements are being met **prior** to assigning additional hours

Allowable Activities (Core)

- Unsubsidized Employment
- Subsidized Employment (Public & Private)
- On-the-Job Training
- Job Search/Job Readiness
- Work Experience Program (WEP)*
- Community Service Programs (CSP)*
- Providing Childcare for CSP participant
- Vocational Educational Training (Vocational Occupational Training; Condensed Vocational Training; and Internships, Practicum's, and Clinical)





* The monthly hours of participation in a WEP or CSP may not exceed the amount of cash assistance the participant receives per month divided by the state's minimum wage, in accordance with the Fair Labor Standards Act (FLSA).



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 - Job Skills Training Directly Related to Employment
 - Education Directly Related to Employment
 - Satisfactory Attendance at a Secondary School or GED Study

Non-core activities may be planned only if the minimum number of hours of core activities is planned.



- MWAs must enter JET participants' actual hours of participation into the OSMIS within two calendar weeks of the end of each weekly period.
- Actual hours must be supported by the appropriate documentation as specified in BWP PI 06-34 and its changes.
- Planned hours may not be considered and entered as actual hours.

Acceptable Forms of Documentation for Paid Work Activities for MWA

- Unsubsidized employment (excluding self-employment), subsidized employment, and on-the-job training.
- Average the hours reported on a minimum of two consecutive pay stubs or written wage statements provided by the employer to project hours of paid work for up to 6 months.
- If written documentation cannot be obtained, a telephone contact with the employer may be used as documentation.
- Self-employment hours may not be projected. Hours must be calculated with the following formula:

Net business sales (gross revenues-expenses)/fed.min.wage =total actual hours per month

Acceptable Forms of Documentation Unpaid Work Activities for MWA

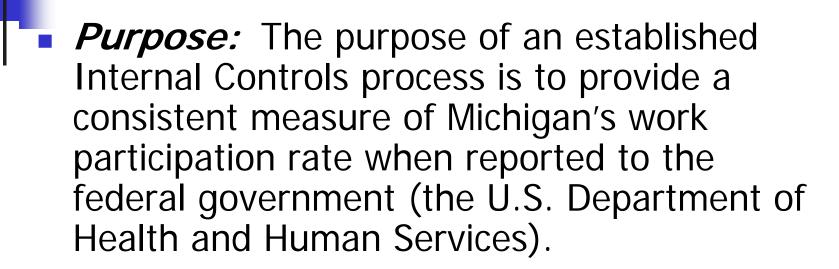
Documentation (i.e. a time sheet/sign-in sheet) must include:

The participant's name; actual hours of participation; the name of supervisor, educational provider, or other service provider; and the name and phone number of the individual verifying the information.

Data Validation and Reporting

- The state uses a "Stratified Simple Random Sample" process to monitor and report actual hours of participation.
- Random participant case files are requested of MWAs on a monthly basis (data validation). Documented actual hours are compared with participants' assigned participation requirements by the DHS TANF Data Collection and Reporting Unit.
- The State of Michigan's overall participation rate is extrapolated from the results of the sample and reported quarterly to the U.S. Department of Health and Human Services.

Internal Controls



The process is outlined in Section IV of Michigan's TANF Work Verification Plan, effective October 1, 2007.

Triage

- Established by Michigan Public Act 468, dated December 20, 2006
- Triage is the formal meeting designed to enable MWA/DHS/MRS staff to determine whether good cause exists for a participant's non-compliance.

Triage Procedures

- The triage process must be explained to participants at intake/orientation.
- A triage must be scheduled prior to any negative action being imposed.
- The MWA must notify DHS once it is aware of a participant's non-compliance so a triage may be scheduled.
- DHS is ultimately responsible for sending triage notices to the MWA, participant, and if applicable, MRS, however, other local agreements may be made for the coordination of triage meetings.
- The format of the triage (i.e. in-person, via telephone conference call, etc, is a local decision, so long as all parties are able to communicate).



Triage Procedures cont'd

- If a Triage is necessary, the participant must be placed in the "Assign to Triage" activity on the OSMIS.
- If a good cause agreement cannot be reached, the immediate supervisors of the DHS staff, MWA staff, and if applicable, MRS staff, involved will be responsible for reaching an agreement.



When is a Triage NOT Necessary?

- The MWA case manager should not participate in a triage for a no call/no show client. No show/no call referrals should not be activated in the OSMIS.
- Triages are not required in the instances of:
 - Death (of the participant)
 - Found Ineligible after referral
 - Deferred
 - FIP case closure (other)
 - FIP case closure (income)

What if participants fail to attend scheduled Triages?

If a participant fails to show to the scheduled triage, allow the case to close. DHS can reinstate benefits if good cause is later determined to have existed.

Benefits of Triage

- A triage should not be viewed as a negative event or a punitive measure against participants.
- Triage increases communication and allows for the transfer of information between MWA staff, DHS staff, MRS counselors, and participants.
- A triage may identify participant barriers that have not been previously addressed.